

NOORUDDIN SHAIKH

📍 Thane, Maharashtra, India ✉ nooruddin.shaikh@live.com ☎ +919820505083 🌐 in/nooruddin-shaikh-7a9bb21b

SUMMARY

Experienced Corporate Services Manager with expertise in streamlining operations, reducing costs, and optimizing resources. Implemented a digital system to speed up invoicing, driving efficiency and supporting organizational growth

EXPERIENCE

Assistant Manager – Administration Corporate

Tata International Limited

July 2015 – Current, Wadala, Maharashtra

- **Annual Budgeting:** Prepared and managed the annual admin budget of **₹14.80 crore**, covering multi-location office operations across India. Ensured timely fund allocation to support in required functions.
- **Admin MIS / Dashboard (Power BI)** Generated and published **12+ monthly dashboards** using **Power BI**, consolidating data from **5+ regional offices**. Provided actionable insights into admin KPIs such as travel spends, asset utilization, vendor SLAs enabling data-driven decision-making at Sr. Management level.
- **Vendor Management:** Managed a portfolio of **35+ vendors** across housekeeping, facility management, security, and transport. Conducted quarterly performance reviews and led onboarding of **7+ new vendors annually**. Ran service satisfaction surveys with **85%+ response rates** and implemented feedback-based improvements.
- **Travel Support & Guest Service:** Supported **150+** domestic and international business trips per quarter. Coordinated with travel agencies, handled visa documentation for **15+ countries**, and facilitated **forex issuance of ₹30+ lakh/month**. Oversaw **3 guest houses** with a combined capacity of **420 rooms**, hosting over **70% guests annually**.
- **Global Travel Billing:** Managed end-to-end Global Travel billing with a monthly volume of ₹1.20 crore, ensuring 100% policy compliance and zero audit flags.
- **Office Operations & Financials:** Handled **₹1–1.5 lakh annually** in petty cash with **100%** reconciliation accuracy. Managed **5 vehicles** (3 company, 2 Chairman's) with **₹1.8 lakh per month** in fuel and FASTag top-ups. Supervised housekeeping and security across **3 sites (30,000 sq. ft.)** with monthly audits and vendor reviews.
- **Events & Business Offsites:** Planned and executed **3+** business offsites annually across India. Managed logistics for **50–110 participants** per event, coordinating bookings, visas, and vendor payments within budgets ranging from **₹0.15–1.50 cr.** per event.

Sr. Risk Analyst

Ace Marketing

October 2012 – March 2015, Kurla, Maharashtra

- Handled **100+ monthly** criminal background verifications, maintaining strong coordination with **20+ police stations** and collaborating with legal professionals in special cases.
- Managed daily MIS reporting for BPO operations, tracking **call flow of 500+ calls/day**, **customer turnout rates**, and **QC checks across 3–4 teams**.
- Ensured **99% accuracy** and timely submission of reports to support operational decisions and client deliverables.

Sr. Associate

HRebc – Employment Background Screening Company

January 2012 – October 2012, Malad, Mumbai

- Conducted over **300+ employment verifications** for international clients across the UK, Australia, and UAE, ensuring compliance with global standards.
- Verified candidates' employment history via email, fax, or phone, maintaining an accuracy rate of **98%+** in alignment with client requirements.
- Authenticated **50+ medical licenses monthly** by coordinating with national and international medical councils.
- Interpreted client-specific verification goals, ensuring **100% adherence to data accuracy and confidentiality protocols**.
- Coordinated with stakeholders across **3+ time zones**, ensuring seamless communication and timely updates on case progress.
- Compiled and delivered **detailed verification reports** within **standard TAT (Turnaround Time) of 3–5 business days**, maintaining quality and consistency.

Risk Analyst

V-Certify Support Services Pvt. Ltd.

August 2010 – December 2011, Malad, Mumbai

- Played a key role in end-to-end operations, client servicing, and billing for a background screening startup.
- Facilitated background verification processes for candidates hired by corporate clients.
- Analyzed client requirements and translated objectives into actionable tasks for the field investigation team.
- Coordinated with field teams to ensure accurate data collection aligned with the scope of verification.
- Acted as the point of contact for clients, resolving queries, addressing complications, and ensuring timely delivery of verification reports.
- Delivered comprehensive background check reports within client-specified timelines.
- Managed monthly invoicing processes, preparing and submitting detailed billing statements for services rendered.

Sr. Executive

CRP Technologies Pvt. Ltd.

June 2006 – July 2010, Andheri, Mumbai

- Started career with a background screening company, performing risk checks for insurance clients across PAN India.
- Informed and coordinated with field staff on specific checks and requirements.
- Conducted location follow-ups to ensure timely completion of assigned verifications.
- Prepared and submitted invoices to clients for services rendered.

EDUCATION

Bachelor of Commerce

Jaipur National University • Mumbai • 2013

SKILLS

- Administrative Leadership
- Asset & Facilities Management
- Housekeeping & Inventory Management
- Transport & Vendor Management
- Budgeting & Cost Control
- Resource Optimization
- Team Leadership & Management
- Event Management & Public Relations
- Result-Oriented Performance

Technical Skills: Microsoft - Power Bi, Excel, Word, PowerPoint & Outlook.

Language Known: English, Hindi & Marathi.
